

Quota Payout - Create

QUICK REFERENCE GUIDE

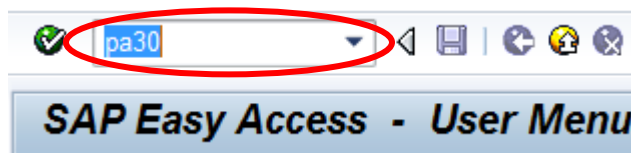
Use this procedure to pay out annual and/or compensatory quotas.

PA30

Perform this procedure when you need to pay out annual and/or compensatory balances when employee leaves an active status.

Prerequisites:

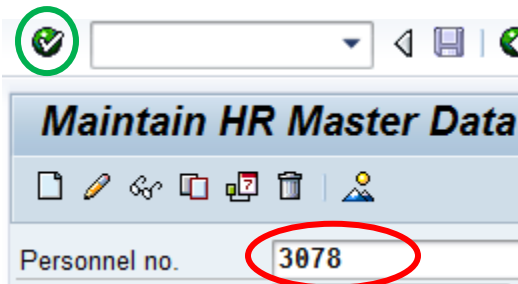
- Employee must have a leave quota
- You must have access to the employee



Enter the Transaction code (**PA30**) in the command field



Click the **green check**



Enter the **PERNR** in the "Personnel no." field, then click the **green check** button and verify that the employee data is correct

Basic personal data | Payroll | Benefits | Time | Taxes | Planning Data

Infotype text S..

0000 Actions ✓

0001 Organizational Assignment ✓

0002 Personal Data ✓

0006 Addresses ✓

0007 Planned Working Time ✓

0008 Basic Pay ✓

0009 Bank Details

0019 Monitoring of Tasks

0031 Reference Personnel Numbers

Period

Period

From To

Today Curr. week

All Current

From curr. date Last week

To Current Date Last month

Current Period Current

Choose

Direct selection

Infotype 416 Sty

Enter **0416** in the "Infotype field". Next click in the "Sty" field and click the **match box** to the right. This will open the "Subtypes for infotype" window.

Subtypes for infotype "0416 Time Quota Compensation"

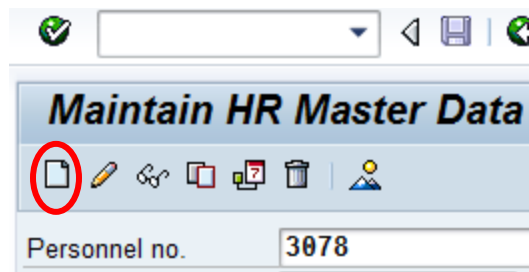
Restrictions

✓

ES...	PSG...	Comp.me...	Description
1	10	1000	Comp Term Retire Eligble
1	10	1001	Comp Death Curr Yr 2008
1	10	1002	Comp Death Current Year
1	10	1003	Comp Death Prior Year
1	10	1004	Annl Term Retire Eligible
1	10	1005	Annual Death Current Year
1	10	1006	Annual Death Prior Year
1	10	1007	Comp Term Non-Eligible
1	10	1008	Comp Death Prior Yr 2008
1	10	1009	Annl Term Non- Eligible
1	10	1010	Comp Death Curr Yr 2008
1	10	1011	Comp Death Prior YR 2008
1	10	1012	Annual Death Curr Yr KTRS
1	10	1013	Annual Death Pr YR KTRS
1	10	1014	Block 80 LRC

In this example **1004 Annual Term Retire Eligible** was chosen.

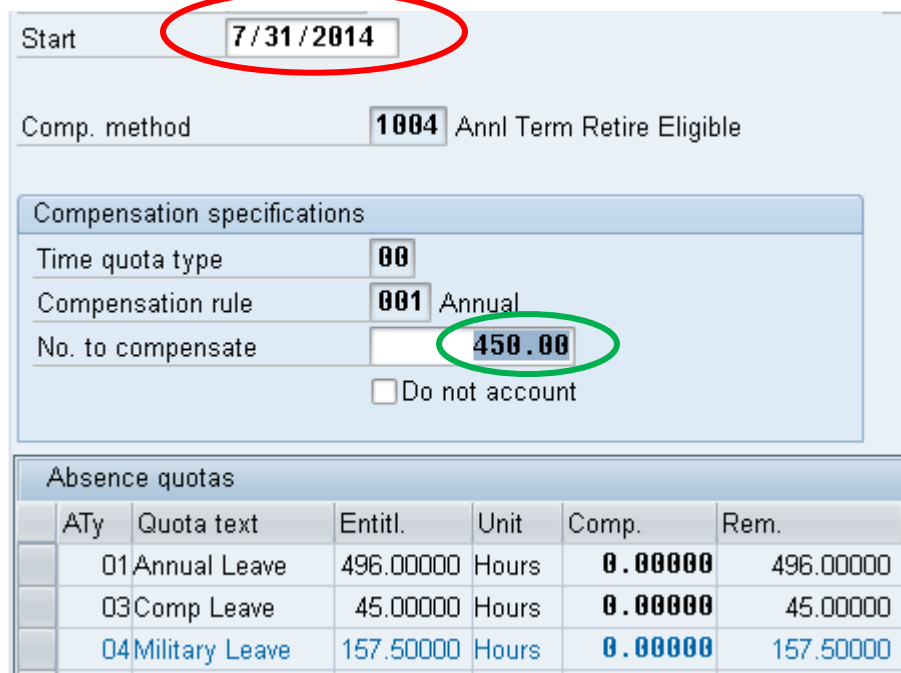
Several options will be displayed for compensation. Select the option that is desired. Then click the **green check**. This will close the active window.



Maintain HR Master Data

Personnel no. **3078**

Click the **Create button** at the top of the screen.



Start **7/31/2014**

Comp. method **1004** Annl Term Retire Eligible

Compensation specifications

Time quota type **00**

Compensation rule **001** Annual

No. to compensate **450.00**

☐ Do not account

Absence quotas

	ATy	Quota text	Entitl.	Unit	Comp.	Rem.
	01	Annual Leave	496.00000	Hours	0.00000	496.00000
	03	Comp Leave	45.00000	Hours	0.00000	45.00000
	04	Military Leave	157.50000	Hours	0.00000	157.50000

Enter the **last active day** of employment in the "Start" field. Enter the **number of hours** to be compensated in the "No. to Compesate" field.

NOTE

The number of annual hours cannot be greater than the maximum amount of workdays based on the employees months of service. The following table will show the maximum amount of annual hours that can be paid based on the employees months of service

Months of Service	Maximum Amount
0-59 months	Thirty (30) workdays
60-119 months	Thirty-seven (37) workdays
120-179 months	Forty-five (45) workdays
180-239 months	Fifty-two (52) workdays
240 months and over	Sixty (60) workdays

Create 0416 Time Quota Compensation

 **Compensate**

Click the **Compensate** button to see the amount of hours to be paid.

NOTE

Absence quotas						
	ATy	Quota text	Entitl.	Unit	Comp.	Rem.
	01	Annual Leave	496.00000	Hours	450.00000	46.00000
	03	Comp Leave	45.00000	Hours	0.00000	45.00000
	04	Military Leave	157.50000	Hours	0.00000	157.50000

Notice the remaining balance decreased by the amount of hours to be paid. In this example the remaining hours decreased from 496 to 46.

Copy 0007 Planned Working Time

Copy 0007 Planned Working Time

Click the **save** button